

**Emergency Management and Homeland Security
Meeting Minutes
Thursday, December 15, 2016
7:00pm Brooklyn Town Hall**

Present: Steve Mylly, Lou Brodeur, Sandra Brodeur, Thomas Gugliotti, and April Lamothe;
Recording Secretary

Also Present: Vinny Mazzarella

Absent: Thomas Rukstela

- 1) **Call to Order:** Steve Mylly called the meeting to order at 7:00pm.
- 2) **Approval of Previous Minutes:** Lou Brodeur made a motion to approve the November 17, 2016 minutes. Sandra Brodeur seconded the motion. No discussion. Motion passed.
- 3) **Public Comment:** None
- 4) **Public Information – January Newsletter:** Sandra Brodeur had found a previously created brochure that showed how to make an emergency survival kit; it will be used in the newsletter and has been added to the website.
- 5) **School Security/Safety Plan:** Sandra Brodeur said that the Committee does not have to be involved, but in January they will notify this Committee about what is happening with their safety plan.
- 6) **HSGP Memorandum of Agreement:** Steve Mylly asked Lou Brodeur about the HSGP, which is the ability to request reimbursement from Region 4 or the State; it has been filled out and sent.
- 7) **EMPG FFY 2016:** This was supposed to be submitted in September, but because the chair was vacant, Steve Mylly was granted an extension and he sent it out yesterday. Once it is approved, the Committee will receive \$12,000.
- 8) **LEOP Submission Update:** State Statute states that the LEOP needs to be done by January 1st. It will not be finished in time, so Steve Mylly updated the signature page and added contact information to the report; this way the Committee has a year to work on the report.
- 9) **Emergency Management Budget:** The budget should stay the same (\$4,700), but Steve Mylly and Rick Ives will be finished with it soon. Discussion ensued on last year's budget. Sandra Brodeur mentioned that a new computer needs to be purchased soon, hopefully on this budget, but if not, it needs to be added to next year's budget. Lou Brodeur said that quite a bit of what the Committee spends money on is reimbursed. A white board will be getting ordered soon.
- 10) **Shelter Costs:** Steve Mylly is creating an approximate cost/need of shelter items. The MREs need to be checked to see if they have expired. Also, the water needs to be changed out during the parades and Town functions. Sandra Brodeur had mentioned to have just the basic medical supplies the shelter and the fire department would have the rest. She also mentioned to check with Region 4 and Amazon for prices on the shelter supplies. Steve Mylly mentioned that maybe they could come to an agreement with Walmart that, if anything happened, they could go and buy the necessary items that would expire quickly, like coffee. Lou Brodeur commented that they need blankets, towels, facecloths, etc. Steve Mylly is going to ask his work if they would like to donate the towels, etc. once they change them out.
- 11) **Other Business:**
 - Steve Mylly thanked Vinny Mazzarella for his help during the exercise last month.

- Sandra asked about the election of the Chairperson of the Committee. Lou Brodeur made a motion to nominated Steve Mylly as chairman of Emergency Management/Homeland Security Commission. Thomas Gugliotti seconded the motion. No other nominations were made. No discussion. Motion passed 3-0.
- Vinny Mazarella is now covering all of Region 4 for ARES. Steve Mylly will be getting a crash course on how to use the radio, in case he needs to use it.
- Steve Mylly would like to create a list of key holder contacts for each business in Brooklyn. He also spoke with Creamy Brook about using it as a warming center, if they have the space. He is also going to reach out to churches to use them as daytime warming shelters.

12) Adjournment: Lou Brodeur made a motion to adjournment the meeting at 7:26pm. Sandra Brodeur seconded the motion. No discussion. Motion passed.

Sincerely Submitted,
April Lamothe
Recording Sectary